

2015 READ Data Call

Dear Colleagues,

I am writing to request that your office perform its annual review and update/addition of data in the Registry of EPA Applications, Models and Databases (READ) by **June 19, 2015**. READ is EPA's authoritative inventory for systems and models and each record is updated by a program or regional steward. Maintaining READ records is essential because numerous EPA programs rely on READ for planning and reporting activities.

Requirements for this Data Call

During the update of existing READ records, if any systems or models are found to be missing a record, a new one should be created. The steward for a READ record, who has editing rights and is responsible for updating the record, is listed on the "Contact" screen. Information Management Officers (IMOs) also have edit access to all of their respective programmatic or regional records.

Special instructions for 2015:

- Attachments A and B provide directions for stewards for accessing READ and for identifying fields subject to this data call.
- Attachment C provides a status of data standards conformance in systems subject to Capital Planning and Investment Control (CPIC). This information is pulled from READ and was self-reported by your stewards. The Office of Inspector General has requested that you review the status of data standards adoption in your systems, and asks stewards to identify and document additional opportunities to implement data standards using the "Data Standards" tab in READ.
- READ has incorporated two new taxonomies developed by OMB: the Application Reference Model and the Infrastructure Reference Model. The Enterprise Architecture Program requires that systems subject to CPIC reporting populate these screens in their READ records. OMB has retired the Service Reference Model and the Technology Reference Model and these taxonomies have been removed from READ.
- The Privacy Program relies on READ to track information resources that contain Personally Identifiable Information (PII). READ now includes questions about how PII is managed in a system. While all information related to an information resource record is important, we request that stewards ensure completeness of the Privacy Threshold Analysis so that EPA can meet federal reporting commitments. For systems that contain PII, READ now asks stewards to provide additional information for reporting requirements to OMB.
- The National Archives and Records Administration (NARA) requires agencies to identify systems containing Controlled Unclassified Information (CUI). READ has a new screen to identify whether a system contains CUI.

Once a steward has completed updating or adding a READ record, they should press the "Submit" button to confirm their updated information; READ will then send an email notification to the

appropriate IMO. **When all updates and/or new entries to READ have been completed, please have your IMO email Michael Pendleton (pendleton.michael@epa.gov) and the Enterprise Architecture Team's central mailbox (ea_team@epa.gov).**

For questions about READ, please contact Michael Pendleton at (202) 566-1658. For questions about EPA enterprise architecture, please contact Param Soni at (202) 566-1177. For any questions about model records in READ, please contact Lara Phelps at (919) 541-5544.

Thank you in advance for your attention to the updates to READ.

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202-564-6665

Attachment A – 2015 Instructions for System Records

For questions about READ, please contact Michael Pendleton at (202) 566-1658.

Accessing a Record in READ

1. Go to the System of Registries homepage: www.epa.gov/sor.
2. Select 'Login for EPA & Partners' on the left side of screen.
3. At login screen, enter your LAN User ID and password.
4. Select 'Registry of EPA Applications, Models and Databases (READ).'
5. Select the 'Manage Info Resources' tab, which defaults to the 'Select Info Resource' sub-tab.
6. Find a READ record by entering an information resource name, acronym, or keyword.
7. To open the READ Record, select the hyperlinked title or acronym of the information resource.
8. To navigate within the READ record, select tabs and sub-tabs at the top of the screen.

Creating a New Record in READ (See READ inclusion criteria at the end of this document).

1. Follow steps 1-4 above for Accessing a Record in READ.
2. Select the 'Manage Info Resources' tab, then select the 'Create New Info Resource' sub-tab.
3. A pop-up window will appear. Fill in the requested fields and press the 'Submit' button.

What information do I need?

Information Resource Fields
Information Resource Acronym
Information Resource Title
Information Resource Short Title
Information Resource Short Description
Information Resource Long Description

Contact Information Fields
Requestor*
Primary Information Resource Steward*
Primary Managing Organization*

*Use the binoculars icon to open a search window to populate this field

What Happens Next?

After you submit a request, it is reviewed and approved by the READ System Administrator. You will receive email notification when the record has been approved/disapproved, after which you can access READ to modify the system record as necessary.

What are the Criteria for Including Systems in READ?

READ catalogs systems and models to help the Agency, and the individual regions and program offices, improve information management, comply with internal and external data calls, avoid duplication, and meet various planning and business needs. EPA's Enterprise Architecture (EA) Policy and System Lifecycle Management (SLCM) Procedure both require

registering IT systems in READ. These broad objectives require READ to be comprehensive and inclusive. A system or model should have a record in READ if it:

- Has been developed or maintained using extramural dollars; or
- Has been developed in-house, and used by 10 or more employees; or
- Has been developed by another organization but supports EPA operations and contains EPA information (e.g., a financial system managed by another federal agency but used for internal EPA purposes); or
- Contains Controlled Unclassified Information (CUI)* such as trade secret information or personally identifiable information (PII); or
- Is an information resource the program office or region deems important for tracking

Please be aware that externally hosted systems (including cloud-based services) should be registered in READ. Similarly, as required by the SLCM Procedure, please register a system in READ at the Definition phase with updates to the READ record at each subsequent phase of the lifecycle.

*For information about Controlled Unclassified Information, go to: <http://www.archives.gov/cui>

Updating a Record in READ: Tabs, Sub-tabs and Data Elements Subject to Data Call

The fields for systems are located below. Some fields are required only for systems subject to the Capital Planning and Investment Control (CPIC) process. Other fields require no steward action, either because the fields are pre-populated or population is not mandatory at this time.

If you are unfamiliar with the fields below or need more instruction on the type of information being requested, click on the 'Show Info' icon located on each sub-tab.

Tab	Sub-tab	READ Data Element	Requirement
General	Description	Information Resource Identifier	Pre-populated
		Information Resource Title	
		Information Resource Short Title	
		Acronym	
		Short Description	Required for all systems
		Description	
		Ownership Type	Pre-populated
		Information Resource Type	Pre-populated, but please verify the accuracy. (Most READ records existed before the Data Warehouse option was added.)
		On Official System Inventory	Optional
		Alternate Names	Optional
	Keywords	Keyword	Optional
	Contacts	Primary Information Resource Steward	Pre-populated
		Information Management Officer	
		Primary Managing Organization	
	Access	Internet URL	Required for all systems (if not applicable, mark NA checkbox)
		Internet Help Desk Contact Email	
		Internet Help Desk Phone Number	
		Intranet/Extranet URL	Required for all systems (if not applicable, mark NA checkbox)
		Intranet Help Desk Contact Email	
		Intranet Help Desk Phone Number	
		READ Public Display Approved	Required for all systems
		Explanation for non-display	
		Data Accessible to the General Public	
		Data Accessible to Contractors	
		Browser Based	
		Authentication Required of End Users	
	Life Cycle	Version Number	Required for all CPICs
		System Life Cycle Phase	Required for all systems
		Definition Phase Actual Start Date	Required for all CPICs (click on the Edit hyperlink or Version hyperlink to edit)
		Development or Acquisition Phase Planned Start Date	
		Development or Acquisition Phase Actual Start Date	
		Implementation Plan Planned Start Date	
		Implementation Plan Actual Start Date	
		Operations and Maintenance Phase Planned Start Date	
		Operations and Maintenance Phase Actual Start Date	
		Termination Phase Planned Start Date	
		Termination Phase Actual Start Date	
		Additional Detail about the Version or Life Cycle	
		Are there any major enhancements planned in the next 12 months	
	Investment	CPIC Category	Pre-populated for all CPICs

Tab	Sub-tab	READ Data Element	Requirement
	Users	User Type	Required for all systems
		Government Users	Optional
		EPA Users – AAships	
		EPA Users – Regions	
		Customers	
	Records		Pre-populated
Interdependencies	Interfaces to Other Info Resources	Interfaces	Required for all systems
	Subsystems and Relationships	Subsystems and Relationships	
Mission Support	Strategic Plan	Strategic Plan	Required for all systems
		Goal/Cross Agency Strategy	Required for all systems, if applicable
		Objectives	Required for all systems, if applicable
		Sub-Objectives	Required for all systems, if applicable
	Initiatives	Initiative Type	Required for all systems (if not applicable, mark NA checkbox)
		Initiative Name	
	Statutes	Acronym: Title of Statute	Required for all systems (if not applicable, mark NA checkbox)
		Applicability of Statute to Info Resource	
Architecture	Note: With the update of the Business Reference Model (BRM) within READ, historical Mission mappings of EPA systems to the old BRM were removed. To review historical mappings, go to the Architecture tab for any resource; above the Primary BRM Mapping section header it reads: “Historical BRM alignments to READ information resources (as of November 1, 2013) are available here for reference.” Click ‘here’ will launch a PDF file with a list of resources, grouped by organization, providing the old BRM information.		
	Business	Primary Sub-Function Code	Required for all systems
		Primary Sub-Function Name	
		Second BRM Mappings	
		Secondary Sub-Function Code	
		Secondary Sub-Function Name	
	Application	Application Reference Model: System	Required for all CPICs
		Application Reference Model: Application Components	
		Application Reference Model: Interfaces	
	Data	Area	Not required at this time
		Class	
		Sub-Class	
	Infrastructure	Infrastructure Reference Model (IRM)	Required for all CPICs
		COTS/GOTS/Custom Category and Package Name	Required for all systems, if applicable
		Technologies	Required for all systems
	Segment	Primary	Required for all CPICs
		Secondary	

Tab	Sub-tab	READ Data Element	Requirement
Data Standards			Required for all CPICs
Sensitive Information	Controlled Unclassified Information	Does the information resource store, process or transmit any of the following (refer to EPA Category when responding). Check one or more.	Required
		If the information resource does not store the actual CUI, does it have fields that point to where the CUI resides outside of the system?	
		If Yes, then check one or more of the following (if you check 'Other' then please describe how CUI is secured)	
		Click 'Save/Confirm' button after completing this screen	
	Privacy Threshold Analysis	Is this a Capital Planning and Investment Control (CPIC) Major or Lite System?	Required
		Does this system collect medical information on an individual?	
		Does this system collect financial information on an individual?	
		Does this system collect social security numbers in any form (full or truncated)?	
		Does this system collect any of these PII elements? Check all that apply	
		Click 'Save/Confirm' button after completing this screen	
	Privacy Information	Privacy Impact Assessment – download guidance and form; fill it out, and upload it	Required if Privacy Threshold is met
		Does the System have a SORN? Include SORN number if known.	
		Is this an electronic or paper system?	
		On which types of individual does this system collect information?	
		Does this system collect any of these PII elements? Check all that apply	
		Can any of the PII elements be eliminated from future collection activities?	
		If this system contains SSNs, indicate if they are displayed.	
		Is the PII shared with others external to EPA?	
		Is the system exempt from the Privacy Act?	
		Is a form used to collect information for this system?	
		How long are records kept before they are retired?	
		How long are records kept before they are destroyed?	

Tab	Sub-tab	READ Data Element	Requirement
		Is there an automated function/process that removes or deletes records based on the Records Control Schedule?	
		What is the date of the oldest record in the system?	
		Has any information above changed since the system SORN was issued?	
		Click 'Save/Confirm' button after completing	
Documents			Optional
Submit			Required for all systems (Pressing the Submit Info Resource button will date stamp the review of the record and send an email to the program IMO.)

Attachment B – 2015 Instructions for Model Records

For questions about model records in READ, please contact Lara Phelps at (919) 541-5544.

Accessing a Record in READ

9. Go to the System of Registries homepage: www.epa.gov/sor.
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15. To open the READ Record, select the hyperlinked title or acronym of the information resource.
16. To navigate within the READ record, select tabs and sub-tabs at the top of the screen.

Creating a New Record to READ *(See READ inclusion criteria at the end of this document).*

4. Follow steps 1-4 above for Accessing a Record in READ.
5. Select the 'Manage Info Resources' tab, then select the 'Create New Info Resource' sub-tab.
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What Happens Next?

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What are the Criteria for Including Models in READ?

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Architecture (EA) Policy and System Lifecycle Management (SLCM) Procedure both require registering systems and models in READ. These broad objectives require READ to be comprehensive and inclusive. A model should have a record in READ if it:

- Has been developed or maintained using extramural dollars; or
- Has been developed in-house, and used by 10 or more employees; or
- Has been developed by another organization but supports EPA operations and uses EPA information (e.g., a water flow model managed by another federal agency but used for internal EPA purposes); or
- Is a model the program office or region deems important for tracking

Please be aware that externally hosted models (including cloud-based services) should be registered in READ. Similarly, as required by the SLCM Procedure, please register a model in READ at the Definition phase with updates to the READ record at each subsequent phase of the lifecycle.

Updating a Record in READ: Tabs, Sub-tabs and Data Elements Subject to Data Call

The fields for models are listed below. Some fields require no steward action, either because the fields have been pre-populated or population of the field is not mandatory at this time.

If you are unfamiliar with the fields below, or need more instruction on the type of information being requested, click on the 'Show Info' icon located on each sub-tab.

Tab	Sub-tab	READ Data Element	Requirement
General	Description	Information Resource Identifier	Pre-populated
		Information Resource Title	
		Information Resource Short Title	
		Acronym	
		Short Description	Required for all models
		Long Description	
		Ownership Type	Pre-populated
		Information Resource Type	
		On Official System Inventory	Required for all models
		Alternate Names	Required for all models
	Keywords	Keyword	Not required at this time
	Contacts	Primary Information Resource Steward	Pre-populated
		Information Management Officer	
		Primary Managing Organization	
	Access	Internet URL	Required for all models (if not applicable, mark NA checkbox)
		Is Model Available for Download	
		Intranet/Extranet URL	Required for all models
		READ Public Display Approved	
		Explanation for non-display	
	Life Cycle	Version Number	Not required at this time
		Life Cycle Phase	
		Major Enhancements in Next 12 months?	
	Users	User Type	Not required at this time
		Government Users	
		EPA Users – AAships	
		EPA Users – Regions	
		Customers	
Using the Model	Technology Requirements	Computer Hardware	Required for all models
		Compatible Operating Systems	
		Other Software Requirements	
		Operating Environment	
	Model Inputs	Enter model inputs	Required for all models (if not applicable, mark NA checkbox)
	Model Outputs	Description of model output	Required for all models (if not applicable, mark NA checkbox)
	User's Guide	User's Guide Available	Required for all models
		User's Guide Name	
		Document Upload	
		URL	
	Other User Documents	User Document Name	Required for all models
		User Document Type (URL)	
		Document Upload	
	User Support	Name	Required for all models (if not applicable, mark NA)
		Telephone Number	

Tab	Sub-tab	READ Data Element	Requirement
		Email Address	checkbox)
		Types of Support Materials	
	User Qualifications	Description of user qualifications	Required for all models
Model Science	Problem Identification	Description of the problem and objectives	Required for all models
	Model Structure	Description of model structure	
	Model Evaluation	Description of model evaluation	
	Model Scope	Description of model scope	
	Case Studies	Type	Not required at this time
		Title	
		Description	
		Publicly Available?	
Model Attributes	Model Type	General Modal Type	Required for all models
		Economic/Behavioral	
		Mark the N/A checkboxes if not applicable	
	Statutes	Mark the N/A checkbox if not applicable	
	Releases to the Environment	Pollutant Type: select appropriate check box	
		Source Type: select appropriate check box	
		Mark the N/A checkboxes if not applicable	
	Ambient Conditions	Media Type: select appropriate check box	
		Simulation of Natural or Engineered Systems: select appropriate check box	
		Mark the N/A checkbox if not applicable	
	Exposure or Uptake	Exposure or Uptake: select appropriate box	
		Mark the N/A checkbox if not applicable	
	Indicators	Human Health Indicators: select appropriate check box	
		Ecological Indicators: select appropriate check box	
		Damage: select appropriate check box	
		Mark the N/A checkbox if not applicable	
Interdependencies	Interfaces to Other Info Resources	Click ‘Add Interface’ button if applicable. Mark the N/A checkbox if not applicable.	Not required at this time
	Subsystems and Relationships	Click ‘Add Related Subsystem or Resource’ button if applicable. Mark the N/A checkbox if not applicable.	
Documents			Not required at this time

Tab	Sub-tab	READ Data Element	Requirement
Submit			Required for all models (Pressing the Submit Info Resource button will date stamp the review of the record and send an email to the program IMO.)

